

## FREQUENTLY ASKED QUESTIONS MATERNITY LEAVE

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### PLANNING MY LEAVE

#### Q1. Is it possible to try to estimate a timeline for my time off?

- A. Since any timeline is dependent on currently unknown variables such as time off before delivery, date of delivery, type of delivery, as well as other possible variables, we can only provide you with the [Maternity Timeline](#) example. Please use that example as a guide to estimate your possible timeline.

### APPLYING FOR SDI (STATE DISABILITY INSURANCE)

#### Q2. When should I apply to SDI?

- A. Apply at [www.edd.ca.gov](http://www.edd.ca.gov) as soon as your doctor places you on disability . You can set up your account in advance if you wish. However, you cannot submit a claim until the day before your actual disability begins.

#### Q3. What is the best way to contact the state regarding SDI?

- A. The contact number for the Employment Development Department (EDD) regarding SDI is 800-480-3287. The best time to reach a representative is Wednesday-Friday at 8:00 a.m. or just before noon.

#### Q4. How many weeks of paid SDI am I allowed by the state?

- A. You are allowed the full period that your doctor indicates you are disabled. The state currently has a 7-day waiting period before benefits begin. If your doctor places you on disability two weeks prior to birth, the state will begin to pay for one week pre-birth (due to the 7-day waiting period). Once you give birth, the state will then pay typically for six more weeks for a normal delivery or eight weeks for a c-section. This period can be extended by your doctor.

#### Q5. What answer should I put for the question on the claim regarding whether I will receive wages from my employer?

- A. This answer would be “No.” This is because the state wants to know if your employer will continue to pay you while you are on disability. Pepperdine coordinates an employee’s sick and vacation accruals and if accruals are exhausted, you will be unpaid by Pepperdine.

#### Q6. What is a Notice of Computation report?

- A. A Notice of Computation report reflects the date your claim began and your weekly benefit rate. Human Resources uses this report to coordinate your accruals.

**Q7. How will I receive my Notice of Computation report?**

- A. The EDD will mail your computation report to your home address once you have submitted your disability claim. You can expect to receive it about a week after submitting your claim. You can also access it for downloading by logging into your EDD account.

**Q8. SDI is requesting information on the sick pay amount provided to me by my employer during a specific period. Where can I find that amount?**

- A. Please log into Employee Self Service in Wavenet. Click on the Pay tile to view your paychecks and you can then provide this information to the state.

**Q9. I had a C-section delivery. Do I need to do anything on EDD's website or do I need to send anything to HR?**

- A. Your doctor will need to notify EDD on the type of delivery so they know how many weeks to pay you disability. You should also notify HR of the additional time as well.

**PAY****Q10. How can I determine how much the state will pay me?**

- A. The state pays 60-70% of your salary depending on your income. Your rate of pay is determined by taking your highest quarterly income within the last 12 months. See Q11 for further information regarding calculating your benefit amount.

**Q11. Is there a tool I can use to calculate the amount of SDI benefits I will receive from the state?**

- A. To calculate the amount of SDI benefits you will receive, use the SDI Accrual Calculator provided by the state at [https://edd.ca.gov/disability/PFL\\_Calculator.htm](https://edd.ca.gov/disability/PFL_Calculator.htm).
- Enter the effective date of claim (your estimated first day off work) and gather your paycheck information. You can find your paycheck information in Wavenet under Employee Self Service.
  - Enter salary for each quarter and click on Next Step.
  - View your highest quarterly income and your weekly rate of pay from EDD.

**Q12. Is SDI taxable income?**

- A. No.

**Q13. Will I be paid for holidays during my leave?**

- A. You will be paid for any holidays which occur within 30 days of the start of your leave.

**Q14. What will happen to my benefit deductions if I am unpaid for any part of leave?**

- A. Benefit deductions fall into arrears when you are unpaid. The arrears will be repaid once you return to work. Due to the many variables, we cannot estimate what amounts, if any, will go into arrears. When you return to work, any arrears will be recovered at a rate of 1.5 times your normal deduction rates until repaid. It may take several payroll periods to recover all arrears.

**SICK AND VACATION ACCRUALS**

**Q15. Will I need to use sick/vacation time for the first week of my maternity leave (the period before SDI begins)?**

- A. Yes, you will need to use 40 hours for the first week during the unpaid 7-day waiting period. You may also choose to be unpaid for the waiting period if you do not want to use your accruals.

**Q16. Is there a tool I can use to calculate how many additional sick/vacation days I will need to receive full pay while on leave?**

- A. Use the calculator in Q11 to estimate your weekly benefit amount you will receive. Once you have your weekly benefit amount, you can use the [Accruals Use Estimator Tool](#) to calculate how many sick or vacation hours you will need each week to get to 100%. Multiply the weekly hours needed by the number of weeks you will be off on leave, and compare that number with your current accruals. The difference will be how many additional hours you will need.

**Q17. What are the current accrual rates for sick and vacation days so I can project how many accruals I will have when I go on leave?**

- A. You can use the table below to calculate an approximate total if you wish to calculate an estimate. These rates are based on working 40 hours per week:

Years of Service	Sick Accrual Rates	Vacation Accrual Rates
0-5	3.08 Bi-Weekly 6.67 Monthly	3.08 Bi-Weekly 6.67 Monthly
6-15	6.16 Bi-Weekly 13.34 Monthly	4.62 Bi-Weekly 10.00 Monthly
> 15	6.16 Bi-Weekly 13.34 Monthly	6.16 Bi-Weekly 13.34 Monthly

**Q18. I am interested in being paid a reduced percentage of salary in coordination with SDI while on leave. How do I determine how much of my accruals that would take?**

- A. Use the [Accruals Use Estimator Tool](#) to determine how many hours you would need to receive 100% of your salary. You can then adjust that number by the percentage of pay you wish to receive. Final Net pay is based on a number of variables including tax withholdings and deductions so Pepperdine cannot estimate what your actual reduced pay would be.

**Q19. When do you recommend using sick or vacation accruals, the beginning or the end of a maternity leave?**

- A. It is up to the employee to determine when and how their sick and vacation hours are utilized. If you think you will not have enough accruals to be paid in full for the duration of the maternity leave, the combined hours can be divided and paid each pay period. Dividing the combined hours is not required, but may prevent benefit deductions from going into arrears.

**Q20. Do I accrue sick and vacation hours while on maternity leave?**

- A. You accrue sick and vacation hours for the first 30 days of your leave. After the first 30 days, you will no longer accrue vacation and sick hours for the remainder of your leave.

**Q21. Can I receive donated time while on maternity leave?**

- A. Yes, if a colleague has specifically donated sick hours to you, or if there are available hours in the medical leave donation pool, you can request donated time.

**Q22. What is the maximum amount of donated sick time that I'm eligible for?**

- A. You are eligible for up to 160 donated sick hours. You must first exhaust your own sick and vacation accruals before any donated sick hours can be paid.

**Q23. At what point can I reach out to colleagues to request any donations of sick time?**

- A. Donated sick time should be unsolicited. If a co-worker expresses interest in donating their sick hours, he/she may contact Human Resources to donate.

**TIMECARD****Q24. How do I manage my timecard while I am on maternity leave?**

- A. Human Resources manages your timecard while on leave. Be sure to notify Human Resources if you wish to coordinate your accruals with SDI.

**ENROLLING YOUR NEWBORN****Q25. How do I enroll my newborn on my medical plan?**

- A. **You should enroll your newborn onto your benefits within 14 days of their birth.** This will ensure they are covered for any follow up appointments as soon as possible. Below are the steps to add your baby to your Pepperdine medical benefits:
- Log into [my.benefits.pepperdine.edu](http://my.benefits.pepperdine.edu) through single-sign-on.
  - Click Life Event.
  - Click on New Life Event.
  - Select "Reason for Change" in the dropdown menu (i.e., Birth).
  - Enter in Date of Birth, then Next.
  - Click on Add Dependent and Save.
  - Click "Change Your Level of Coverage" and follow the instructions to add your child.

If you have any questions, please call the Pepperdine Benefits Service Center at 310-506-6069.  
NOTE: simply entering the name and date of birth as a dependent is not automatic enrollment.

**Q26. How do I ensure that I successfully enrolled my baby on my Pepperdine benefits plan?**

- A. The Pepperdine Benefits Service Center (310-506-6069) can confirm that you successfully completed enrollment.

**Q27. Is it possible to switch medical plans after my baby is born?**

- A. Yes, you will be able to change your medical plan after your baby is born as part of your Life Change.

**Q28. Can my baby and I be enrolled in different plans?**

- A. No. Both subscribers and dependents must be enrolled in the same plan.

**Q29. How do I cancel my health insurance benefits with Pepperdine if I will be adding the baby and myself to other coverage?**

- A. You will need to complete a Life Event Change to remove yourself from Pepperdine's plan using the following steps:
- Log into [my.benefits.pepperdine.edu](http://my.benefits.pepperdine.edu) through single-sign-on.
  - Click Life Event.
  - Click on New Life Event.
  - Select "Reason for Change" in the dropdown menu (i.e., Birth).
  - Enter in Date of Birth, then Next.
  - Choose **Decline Coverage** for any benefit you wish to remove.

If you have any questions, please call the Pepperdine Benefits Service Center at 310-506-6069.

**Q30. Can I add my baby before I have received the birth certificate?**

- A. Yes, you need to enroll your baby within the first 14 days to ensure they are covered in a timely manner. Since receiving the original birth certificate can take up to three months, as a placeholder when enrolling, please upload a hospital document until you receive the birth certificate. Your baby will then be enrolled in your medical plan without any delay.

**PAID FAMILY LEAVE (PFL) - BONDING****PLANNING YOUR LEAVE****Q31. What do I need to consider when planning my bonding leave?**

- A. Since taking bonding leave requires that you return to work after your leave, before taking a bonding leave you should determine if there is the possibility that you will not return to work at the end of your leave. If you know you will not be returning to work, you should not apply for bonding leave so the University is not holding your position open unnecessarily. You are still eligible to apply for and receive PFL income even if you do not apply for job protected bonding leave with the University.

**APPLYING FOR PFL****Q32. When should I apply for PFL?**

- A. The state should send you a PFL form 1-2 weeks before the end of your disability leave. For faster service, you can also apply online at [www.edd.ca.gov](http://www.edd.ca.gov).

**Q33. Does the PFL benefit require a one-week waiting period similar to SDI?**

- A. There is no waiting period for PFL benefits. The state pays from the first day of PFL.

**Q34. Is the PFL rate the same amount as SDI?**

- A. Yes.

**Q35. As a father/mother with a newborn, do I choose Paid Family Bonding or Paid Family Care?**

- A. Paid Family Leave (Bonding).

**Q36. What answer should I put for the question on the claim regarding whether I will receive wages from my employer?**

- A. This answer would be “No.” The state wants to know if your employer will continue to pay you while you are on PFL. Pepperdine coordinates an employee’s sick and vacation accruals and if accruals are exhausted, you will be unpaid by Pepperdine.

**Q37. What answer should I put for the question: Will your employer require you to take paid vacation before beginning family leave?**

- A. This answer would be “No.”

**Q38. Do you know the best way to contact the state regarding PFL?**

- A. PFL is handled by the Employment Development Department (EDD). The PFL number is 877-238-4373. The best times to reach a representative are Wednesday-Friday at 8:00 am or just before noon.

**Q39. The EDD portal is asking for the last day that I worked. What date should I use?**

- A. For PFL following your own disability (maternity), you will use your last day worked prior to your disability.

**PAY**

**Q40. Is PFL taxable income?**

- A. Yes.

**Q41. The EDD portal is asking through what date I want to be paid for PFL?**

- A. The state pays for up to 8 weeks of bonding time. You will need to enter the date you want to be paid through, up to a maximum of 8 weeks. See Q42 regarding intermittent bonding leave.

**Q42. I will be on intermittent bonding leave or I have returned on an intermittent basis after a portion of full-time bonding leave. Is there anything special I need to do with the state?**

- A. You will need to request that the state send you form 80GF. You need to return this form to the state to report your PFL days on a timely basis in order to receive your state benefits while on an intermittent PFL leave. You will not be paid unless this form is completed. Please provide Human Resources a copy of your forms for use in coordinating benefits with your accruals.

**Q43. I received a notice from EDD denying part of my claim due to “no lost wages.” Who do I speak with to dispute this claim?**

- A. This may be due to how you answered the question referred to in Q36 on whether you will receive wages while on leave. You can appeal this with the state by reporting to the state that Pepperdine will coordinate accruals with any PFL received and that wages for the period in question will be adjusted to account for PFL received.

**Q44. What will happen to my benefit deductions if I am unpaid for any part of my leave?**

- A. Benefit deductions fall into arrears when you are unpaid (which means that you will continue to receive full benefits coverage without paying the employee portion of your premium). You will repay the arrears once you return to work. Due to the many variables, we cannot estimate what amounts, if any, will go into arrears. When you return to work, any arrears will be recovered at a rate of 1.5 times your normal deduction rates until repaid. It may take several payroll periods to recover all arrears.

### **SICK AND VACATION ACCRUALS**

**Q45. What do I need to do if I want to coordinate my accruals with PFL?**

- A. If you wish to have any sick or vacation accruals coordinated with your PFL, you need to provide Human Resources an email giving permission to use your accruals. If you have already provided your computation report as part of your SDI claim, you do not need to provide it again.

**Q46. I am planning on taking a full 12 weeks of bonding time. Once I receive the 8 weeks of PFL, can I use any remaining accruals to cover the additional 4 weeks of bonding time?**

- A. Yes.

**Q47. I do not want to use my accruals in coordination with my PFL, what do I need to do?**

- A. If you do not wish to use your accruals in coordination with PFL, you will need to provide Human Resources an email indicating that you wish to be unpaid.

### **TIMECARD**

**Q48. How do I manage my timecard while I am on bonding leave?**

- A. Human Resources manages your timecard while on leave. Be sure to notify Human Resources if you wish to coordinate your accruals with PFL.

### **RETURN TO WORK**

**Q49. Who must I notify regarding my return to work date?**

- A. **Notify Human Resources on your first day returning to work via phone or email.** By confirming that you have returned to work, you will be returned from leave status and all system access will be returned.

**Q50. What are the consequences of not returning to work after a bonding leave?**

- A. If you fail to return to work after taking a bonding leave, you will be required to repay 100% of the insurance premium costs that the University extended to you during your leave. You must return to work for at least 30 days in order to avoid the requirement to repay the benefits extended to you during your bonding leave.

**Q51. I am discussing with my supervisor the possibility of returning to work on a part-time (at least 30 hours) for the first few months in order to transition back to work after my leave. What steps must be taken to return on a reduced schedule?**

- A. Prior to your return, please have your supervisor speak to Human Resources about returning on a part-time, reduced FTE status.